



## DESCRIPTION OF ASSIGNMENT

### Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

**Country of Assignment:** Montenegro

**Agency Name:** IOM

### General Description

**Volunteer Category:** International Youth

**Number of Volunteers:** 1

**Duty Station:** Podgorica

**Duration:** 12 months

**Expected Starting Date:** October 2020

### **Living Conditions:**

The UN Volunteer will be based in the capital, Podgorica. Accommodation is readily available ranging from approximately Euro 400/month for a small apartment (one bed room, one living room with a kitchen, bathroom and toilet). Public transportation as well as private taxis and mini-buses are available. Podgorica has many economic and social facilities, including supermarkets with products imported from Europe. Local markets have a variety of local and imported vegetables, fruits, meat products throughout the year. Security situation is stable and there is no immediate threat of violence, but vigilance should be exercised. UN staff,

including UN Volunteers, must follow instructions and recommendations of the UN Department of Security and Safety (UNDSS). Earthquakes and tremors are occasionally felt. It is hot and dry in summer (May to September) with temperatures reaching above 30 degrees Celsius while it can be very cold in winter (Mid-November to Mid-February) with occasional heavy rain. It is usually rainy in spring/autumn (April/October).

**Sustainable Development Goals:** 16. Peace, Justice and Strong Institutions

**Need Driving License:** No

**Duty Station:** Family Duty Station

Assignment Remarks: UN Youth Volunteer assignments are always without family

### **Supervision, induction and duty of care of UN Volunteers**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear work-plan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

### **Assignment Details**

**Assignment Title:** Project Assistant/Developer

### **Education**

**Required Degree Level:** Bachelor's degree

**Education:** Social Sciences, Law, Political Sciences

**Required Experience:** 0 years

**Experience Description:**

- Demonstrated interest and/or experience (up to 2 years) in Project development, Counter Trafficking in persons, Migrants and protection assistance.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

**Learning Expectations**

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

**Language Skills:**

**English** mandatory ☒ optional ☐  
working knowledge ☐ fluent ☒

**Competencies and Values**

- ☒ Accountability
- ☒ Adaptability and Flexibility
- ☒ Building Trust
- ☒ Client Orientation
- ☒ Commitment and Motivation
- ☒ Commitment to Continuous Learning
- ☒ Communication
- ☒ Creativity

- ☒ Empowering Others
- ☒ Ethics and Values
- ☒ Integrity
- ☐ Judgement and Decision-making
- ☐ Knowledge Sharing
- ☐ Leadership
- ☐ Managing Performance
- ☒ Planning and Organizing
- ☒ Professionalism
- ☒ Respect for Diversity
- ☒ Self-Management
- ☒ Technological Awareness
- ☒ Vision
- ☒ Working in Teams

### **Task description**

Under the direct supervision of Head of Office, the UN Youth Volunteer will undertake the following tasks:

1. Assist in preparation, compilation, coordination and submission of concept notes and project proposals;
2. Assist in the implementation of IOM Podgorica projects' activities in compliance with IOM internal policies and procedures as well as the donors' requirements;
3. Perform general administrative tasks to support the projects' implementation (e.g. arrangements and note-taking for meetings and other events, reservations, budget follow-up, etc.), including the preparation and/or processing of administrative requests/documents (e.g. purchase requisitions, purchase orders, travel requests, contracts, request for payments, preparation of minutes/NFF etc.).
4. Support in the organization of meetings, trainings and workshops ensuring adequate assistance to experts and participants;
5. Assist in the development and dissemination of project communication and visibility materials;
6. Assist in ensuring that all project documents for assigned activities are properly filed and updated as necessary as per IOM and donor requirements;
7. Assist in liaising with country offices, missions, experts, stakeholders, partners and donors;
8. Assist in drafting and compilation of projects' reports, and provision of inputs and updates for relevant internal and external reports;
9. Contribute to setting up different DTM mechanisms, including flow monitoring, site assessments and other information gathering systems. Coordinate activities of data collectors in the field.
10. Collect data and ensure the provision of timely, accurate and adequate information

and reports to RO Vienna and all relevant stakeholders regarding movements, new arrival and conditions in paying special attention to situation of vulnerable groups like the children, elderly and disabled. Upload relevant information in the MedApp application;

11. Assist in monitor technical and policy developments in the area of combating trafficking in human beings;

12. Proofread documents and edits text and/or numerical values for accuracy, style and adherence to established format standards. Perform data entry and extraction functions;

13. Assist in planning and coordination of procurement and logistics activities and liaise with the relevant units in related issues;

14. Assist in procurement of goods, services and/or works in line with projects' activities/ needs in full compliance with IOM rules and regulations in coordination with the relevant units in related issues;

15. Undertake duty travels and participate in meetings and/or events as required;

16. Perform any other duties as may be assigned.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

## Results/Expected Outputs

- Effectively supports IOM's work and assist in monitor technical and policy developments in the area of combating in human beings;
- Contribute to setting up different DTM mechanisms, including flow monitoring, site assessments and other information gathering systems. Coordinate activities of data collectors in the field.;
- Liaises effectively and in a timely manner and interacts with country offices, missions, experts, stakeholders, partners and donors;

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

### **Agency Details**

**Host Institute: UN Migration Agency - IOM**

#### **Organizational Context & Project Description:**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Specifically related to combatting human trafficking, IOM takes a comprehensive approach to addressing human trafficking. Respect for human rights, the physical, mental and social well-being of the individual and his or her community, and the sustainability of our actions through institutional capacity development and partnerships are at the centre of all of IOM's counter-trafficking efforts. The organization works in partnership with governments, the United Nations, international and non-governmental organizations, the private sector and development partners on all aspects of counter-trafficking responses – prevention, protection, and prosecution and since the mid-1990s, IOM and its partners have provided protection and assistance to close to 100,000 men, women and children who were trafficked for sexual and labour exploitation; slavery or practices similar to slavery; servitude; or for organ removal. Agriculture, fishing, domestic work and hospitality, commercial sexual exploitation, pornography, begging, construction and manufacturing are some of the sectors in which victims were exploited.

#### **Project: Technical assistance to combating trafficking in persons**

The **objective** of the twelve-month project is to contribute towards strengthened capacity of the Government of Montenegro to prevent, protect and refer cases of human trafficking.

#### **Project: Support to Government of Montenegro in Responding to Increased Mixed Migration Flows**



Specific objectives of the project are: a) Vulnerable migrants and asylum seekers have access to required protection, dignified, and equitable services;  
b) Government of Montenegro has sufficient human capacities to address the needs of vulnerable migrants and asylum seekers arriving to Montenegro.

### **Conditions of Service:**

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of (choose from the drop down menu the appropriate rate here): US\$1,305. The VLA base rate is a global rate, while the PAM is country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link  
<https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also in the event of a permanent reassignment to another duty station. UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for the final repatriation travel (if applicable). A resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### *Disclaimer*

*The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*